

cc 20505

16 JAN 1964

Mr. Nicholas Kelley, President  
National Civil Service League  
315 Fifth Avenue  
New York 16, New York

Dear Mr. Kelley:

Thank you for your letter announcing the Tenth Annual Presentation of the Career Service Awards by the National Civil Service League. I am very interested in the League's program to strengthen the Federal service and was pleased to have one of our officers, Mr. Arthur C. Lundahl, selected last year as one of the recipients of the Career Service Awards.

I wish to nominate Mr. James Selden Lay, Jr. as our candidate for the 1964 Career Service Award Program. Mr. Lay is a career executive in the highly specialized field of foreign intelligence. He is currently Executive Secretary of the United States Intelligence Board and previously served for eleven years as Executive Secretary of the National Security Council. Mr. Lay has had a leading role in the establishment and effective functioning of the security policy machinery of the United States Government and has made major contributions to the success of our national Intelligence effort. We feel that his distinguished and significant career in the Federal service is worthy of national recognition.

I commend and thank you and your associates in the League for continuing the very successful Career Service Awards Program to honor outstanding leaders of the Federal Government.

Sincerely,

(Signed) (

John A. McLean  
Director

/s/ Thomas D. Ladd

Originator:

Director of Personnel

16 JAN 1964

Enclosures

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enc (15 January 1964)

JAMES SELDEN LAY, JR.  
Central Intelligence Agency

A. BIOGRAPHICAL DATA

Title: Executive Secretary, United States Intelligence Board: GS-18  
Organization: Central Intelligence Agency  
2430 E Street, N. W.  
Washington, D. C. 20505

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Education: 1929-33 Virginia Military Institute, Lexington, Va. - BS Electrical Engineering  
1933-35 Harvard Graduate School of Business Administration - MBA Business Management  
Government Service: 22 years

B. SERVICE RECORD

Mr. Lay is a professional executive in the field of intelligence with 22 years of Government service. His career since 1941 has been one of steady advancement and continuing achievement in activities of the highest importance for the furtherance of our country's foreign policy objectives. He has served with the Joint Chiefs of Staff, the Combined Chiefs of Staff Organizations, the Department of State, the National Security Council, and the Central Intelligence Agency and its predecessor organizations. During World War II, from 1941 to 1943, he served in the War Department, General Staff, and later as Secretary of the Joint and Combined Intelligence Committees of the Joint Chiefs of Staff. For his service in World War II he received the Legion of Merit and the Most Excellent Order of the British Empire. At the request of the Department of State, Lieutenant Colonel Lay was released from the Army in 1945 in order that he might be appointed as Assistant to Special Assistant to the Secretary of State to help plan for an interdepartmental intelligence organization. The result of this planning was the establishment of the National Intelligence Authority (NIA) which consisted of the Secretaries of State, War, and the Navy, and the President's personal representative. In February 1946 Mr. Lay was assigned to the Central Intelligence Group to serve as Secretary to the NIA under the direction of Lt. Gen. Hoyt S. Vandenberg. In 1947 Mr. Lay became the Assistant Executive Secretary of the newly established National Security Council (NSC), which took the place of NIA, and later (1950) President Truman appointed him as Executive Secretary of the Security Council. He served in this capacity until 1961 when he resigned to resume his professional career in foreign intelligence activities. He rejoined the Central Intelligence Agency as Deputy Assistant for Coordination in March 1961. He has served since May 1962 as Executive Secretary of the United States Intelligence Board (USIB). As Executive Secretary, he assists the Chairman of USIB and directs the work of the USIB Secretariat in providing substantive and administrative staff support to the Board.

NOMINATION OF MR. JAMES SELDEN LAY, JR. FOR CAREER SERVICE AWARD

Mr. James S. Lay, Jr. is a career public servant of superior calibre and achievement. His assignments over the past 22 years have been marked by the continuity of their focus on the field of foreign intelligence and national strategic problems. More particularly, they have been directed toward the establishment and effective functioning of mechanisms which support and facilitate decision-making at the highest levels of our Government.

During the post-World War II years, first as Assistant Executive Secretary of the National Security Council (NSC) and later as Executive Secretary of the Council, Mr. Lay contributed significantly and distinctively to the evolution of our national security policy machinery. He is identified especially in this regard with the organization and operation of the staff instrumentalities which were used by the NSC, and ultimately by the Chief Executive, in carrying out the formidable tasks of formulating and executing nationally integrated policies of great consequence to the United States and to the Free World. Additionally, through the course of his Federal service, he has been a key participant in the planning and creation of those organizational bodies and procedures employed by the executive branch to insure the coordinated conduct of U.S. foreign intelligence activities. Moreover, he has given unique, indeed personal, impetus to bringing the final products of such efforts to bear fruitfully on executive determination of national security policy. Mr. Lay began his Government career as a military intelligence officer with the Joint Chiefs of Staff and Combined Chiefs of Staff organizations. In those assignments he acquired a thorough knowledge of the constituent elements of the total intelligence process, including the gathering and analysis of information and data on foreign countries, the estimation of situations abroad, and the dissemination and presentation of coordinated intelligence to decision-making authorities at high levels in the United States Government. He also gained through this wartime experience a deep and lasting appreciation of the extraordinary value of foreign intelligence in this critical era of our national life.

After World War II, when the United States Government undertook specific steps to strengthen its foreign vigil and to improve the correlation of politico-military policy, Mr. Lay was called upon to apply his war-matured talents and ideas. He figured intimately in the staff planning and initial operation of the interim organizations in those areas, one of which became the National Security Council, the other - the Central Intelligence Agency.

Mr. Lay's know-how and intellectual abilities were further acknowledged by his appointment in 1947 to the nucleus staff of the then newly-created National Security Council. He was in attendance at the first meeting of the Council on September 26, 1947. In testimony of his judgment, competence, and the esteem of his superiors, he served under three Presidents as Executive Secretary of the Council. Notably during his tenure in that post, Mr. Lay's specialized background in intelligence was naturally and consistently employed when special committees and study groups, composed of high-level officials,

were established from time to time to examine various aspects of United States Intelligence organization and activities. The results of this work greatly influenced the present organizational structure of United States Intelligence.

After his return to the Central Intelligence Agency in 1961, and to his primary career interest, Mr. Lay was named by the Director of Central Intelligence as Executive Secretary of the United States Intelligence Board with additional collateral responsibilities for coordination in the intelligence community of certain important programs of mutual inter-agency concern. In his current positions he provides close and timely staff support to the Director of Central Intelligence, who is the principal intelligence adviser to the President, the Chairman of the Intelligence Board, and the over-all coordinator of United States foreign intelligence activities.

Mr. Lay is highly respected as a person and as a "pro" in intelligence by the members of the Intelligence Board (the chiefs of the several United States intelligence agencies) and by his associates at all levels in the intelligence community. He is a straightforward, dedicated career officer of high principle and integrity. His long-time membership on a local city school board exemplifies his interest in civic activities and reflects the confidence and good will which citizens in that community have for him.

It is the consensus of senior key officials in the Central Intelligence Agency that Mr. Lay's career exemplifies in an outstanding manner competence, integrity, and dedication to the public service. We feel that his leadership in the field of foreign intelligence for a period of 22 years and his contributions to the security of our country are worthy of national recognition. Our nomination is intended to recognize Mr. Lay as an outstanding professional executive staff officer and also the importance of the role which he and those with similar responsibilities play in maintaining the vigor and efficiency of the Government of the United States.

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